



# Kid Central

## Parent Handbook

### 2006-2007 School Year

Welcome!

Please review the Kid Central Parent Handbook to help you and your child become familiar with our program. The parent handbook is updated every year.



Elk Grove CSD  
Parks & Recreation Department  
8820 Elk Grove Blvd, Suite 3  
Elk Grove, CA 95624  
(916) 405-5300

### **About Kid Central**

Kid Central is a recreation enrichment program for children ages 5-12. Children must be currently enrolled in Kindergarten – 6<sup>th</sup> grade. Kid Central does not accept children who have started the 7<sup>th</sup> grade. *Kid Central is not a licensed childcare program.* Due to State of California laws that govern us as a license-exempt recreation program, children may not attend the same program location while off-track as when they are in school.

**Kid Central Station** is a before and/or after school recreation enrichment program located on or near elementary school campuses. The program is structured enough to keep consistency for the participants, but not so structured the children feel like they are in school. A daily activity schedule is posted at all sites. Kid Central Station activities include: group time, enrichment activities, indoor and outdoor games, art, free time, and homework time. Kid Central staff do not escort 1<sup>st</sup>-6<sup>th</sup> graders to and from their classrooms. Staff will only escort Kindergarteners attending our program. If your child is not comfortable walking to/from Kid Central to/from the classroom, we recommend parents practice with their child before the child's first day at the program.

**Kid Central Headquarters** is a year-round day camp program for children that are off-track or on traditional breaks from school. This program tries to keep in mind that the children are on vacation from school while attending and plans a variety of activities that the children may choose to participate in. Each day the staff provide different activities such as arts and crafts, games, or cooking projects as choices for the children. In addition to these activities the children have indoor and outdoor free time, computer time, and watch a movie once a week.

We would like to remind parents that because we are a recreation program, all program activities are structured for group participation. We encourage your child's involvement in this social setting. As a recreation program, we maintain a ratio of 1 staff to every 14 children.

### **Minimum Abilities Required to Participate**

In order to properly maintain a safe and healthy environment for all children attending Kid Central, children must maintain the following minimum standards:

1. Able to understand and follow basic directions and rules for the program in order for staff to maintain proper supervision.
2. Able to maintain basic self control to insure the safety of themselves and others in the program.
3. Able to handle own personal hygiene/toileting needs.

### **Kid Central Days/Hours**

**Kid Central Station** is a before and/or after school program. The before school program ends when the 1<sup>st</sup>-6<sup>th</sup> graders start school and the after school program opens in the afternoon when the 1<sup>st</sup>-6<sup>th</sup> graders are released from school. The program does not stay open later in the morning or open earlier in the afternoon for kindergartners or other students. Station operates on all school days, and all sites are closed on all school holidays.

**Kid Central Headquarters** is a year round day camp program for school-age children when they are out of school. The program operates from 7:00a.m. - 6:00p.m. daily. This program is open on all school holidays except as noted below:

News Year's Eve	Memorial Day	Thanksgiving
New Year's Day	4 <sup>th</sup> of July	Day following Thanksgiving
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Veteran's Day	Christmas Eve

### **What to Bring**

All children should have on comfortable clothing and closed-toe shoes. Flip flops and sandals are not permitted, since children have a hard time playing active games in them. Please be aware that even though precautions are taken, some activities will result in stains on clothing. If you wish, your child may change into play clothes after school. To help make sure jackets and backpacks get to the right home, please label all items brought to Kid Central with your child's first and last name.

Children at KC Headquarters should bring a lunch, water bottle, and backpack for their belongings. During the summer, children should bring sun block, towel, and appropriate swimwear on swim days.

### **Valuables**

Children are not allowed to bring toys, games, trading cards, shoes with wheels or other valuables including electronics (i.e. cell phones, gameboys, PSPs, Ipods, and any other electronic items or toys) to Kid Central. *Elk Grove Community Services District is not responsible for lost or stolen items.*

### **Snacks and Lunch**

Children are encouraged to bring a snack each day while at KC Station. Other than occasional cooking projects, *snacks are not provided at KC Station.*

A small morning and afternoon snack are provided at KC Headquarters. A snack menu will be provided to you at the site. If your child does not like what is on the menu or is allergic to the item, you must send a snack for your child. KCHQ will not offer alternative snacks. Please send a healthy lunch and if necessary, additional snacks with your child when attending Kid Central Headquarters. Participants are expected to not share snack unless they have brought enough for the whole program. Please remember that children will **not** have access to a refrigerator or microwave. Please send food that requires no preparation. **Lunch is not provided at any Kid Central program.**

### **Attendance at KC Station Sites**

Your child is expected to arrive at the program or meet staff no later than 10 minutes after the bell rings. (Except at Sims, where they walk to LTH)

Participants are not signed into the program until they arrive at the program. Staff are not responsible for participants until they are checked into the program. If your child has an extra curricular activity or will be showing up late, you must present a schedule in writing.

NOTE - Staff will not call parents if a child does not show up to a Kid Central site. If you wish to be contacted by site staff if your child does not show up to the site, you must submit a request in writing to the Site Director at your site.

### **Sign In/Out Procedures - \*\*IMPORTANT\*\***

At KC Station children registered for the morning program must be walked into the site and signed in by an adult each day. Staff will sign them out when they leave for school. In the afternoon staff will sign the children in after school, and an adult is required to walk into the site and sign the children out when they leave the program.

At KCHQ all children must be walked in to the site by an adult each morning to be signed in, and an adult must come into the site in the afternoon to pick up children and sign the children out. If someone who is not listed on the Emergency Information Form will pick up your child, please notify the staff with a written note at least one day in advance. *At any time an adult does not sign a child in and out of the program as required, the child will be dropped from the program.*

## **Registration**

Initial registration must be done in person at the EGCS D Parks and Recreation Administration Office, Laguna Town Hall, or the Wackford Community and Aquatic Complex. In addition to making the required payment, you must complete the child's **Emergency Information Form** and **Registration Contract** prior to the beginning of the first session your child will be attending. ***This information is very important and must be updated once a year.*** Emergency Forms and Registration Contracts expire each year on June 30. Parents will receive new forms to complete for the next school year during the month of May each year. Forms must be returned to the Elk Grove CSD Parks and Recreation Office. Once all forms are received and payment is made, your child is officially enrolled. Separate forms must be completed for each child you are enrolling in the program. **If your child shows up to the site and payment has not been made or the proper paperwork has not been completed, the EGCS D cannot assume legal responsibility for your child, and the proper legal authorities (CPS or local police) will be contacted to take custody of your child.** Please update your child's emergency information whenever you change jobs, move, or need to add new people on the approved pick up list for your child.

If your family has special custody issues, please note the issue on the Emergency Information Form and present a copy of any court orders that are needed to support custody arrangements.

Kid Central is a complete cost recovery program and receives no subsidies. We must charge fees to recover our costs associated to operate the program. It is imperative that your payments are made at least 1 business day prior to your child's attendance. Due to the costs associated with planning for your child's attendance, we cannot issue refunds, credits, or transfers for any unused portion of the program.

### **Registration and Payment Locations:** *(Payments are not accepted at KC Program Sites)*

#### **Parks & Recreation Admin. Office**

Phone: 405-5300      Fax: 685-6942  
8820 Elk Grove Blvd., Suite 3  
Elk Grove, 95624  
8:00a.m. – 5:00p.m., Monday – Friday

#### **Laguna Town Hall**

Phone: 684-7550      Fax: 684-7551  
3020 Renwick Ave.  
Elk Grove, 95758  
8:00a.m. – 5:00p.m., Monday – Friday

#### **Wackford Community & Aquatic Complex**

Phone: 405-5600      Fax: 405-5659  
9014 Bruceville Rd.  
Elk Grove, 95758  
8:00a.m. – 9:00p.m., Monday – Friday  
8:00a.m. – 1:00p.m., Saturday

### **Kid Central Station Registration Options**

**Monthly session rates** are based on the average number of days per session. Kid Central follows the same monthly session dates as the EGUSD for year-round tracks. For traditional schedule schools, monthly sessions begin on the 1<sup>st</sup> day of the calendar month and end on the last day of the calendar month. Monthly session fees are due 1 business day in advance prior to the start of a new session. *A schedule of monthly session dates has been included in the back of the Parent Handbook for your convenience.* You may utilize our internet registration option at [www.egcsd.ca.gov](http://www.egcsd.ca.gov) by choosing the monthly session rate option.

#### **Monthly Session Rates**

Effective 7/1/06

Before School: \$89.00/monthly session      After School: \$231.00/monthly session

**Daily fees** are for children who do not attend the program on a regular basis.

- All payments for daily attendance are due 1 business day prior to your child's attendance. It is the responsibility of the parent to make sure their child is registered for the correct days of attendance. You should request a receipt at the time of registration for your records.
- Parents may choose which days during the monthly session their child will attend. Your child must attend the day they are registered.
- Refunds will not be available for any unused registration days.
- If you register your child after the start date of a new monthly session, please contact the site and let the site staff know they should expect your child to begin attending.
- You will also need to submit a registration receipt to the site staff. Participant rosters are only given to staff each Friday for the upcoming week.

#### Daily Session Rates

Effective 7/1/06

Before School: \$6.00/day

After School: \$17.00/day

#### **Drop-In Cards (Kid Central Station ONLY)**

- Drop-in cards can only be purchased in increments of 10 hours for \$70.00. Hours are punched per child and regardless of the portion of the hour attending.
- Even if your child attends only 5 minutes of the program, a full hour will be punched on the card. There is no grace period! For example, if your child attends for 1 hour and 10 minutes, 2 holes will be punched on the card.
- Drop-in cards must be purchased in person at any of our registration locations and delivered to the child's site by the parent. Parents have full responsibility in making sure drop-in cards arrive at the site at least 1 business day prior to their child's attendance.
- By definition, staff will not know when to expect a child on specific days. Therefore, it is the parent's responsibility to ensure the child at the KC program. Children are not accepted at the site without a drop-in card on file that covers the complete amount of attendance hours for the child on the day of attendance.
- Use of a drop-in card does not guarantee a space for your child in the program. Drop-in cards will not be accepted at sites that are at full enrollment capacity.
- If your child attends the program for more hours than what is left on his or her drop-in card, the parent will be billed at the daily rate.
- Drop-in cards are not accepted at KC Headquarters.
- Drop-in cards expire on the last day of the school year in which they are purchased. Cards with unused hours will not be returned to parents at the end of the school year.

#### **Kid Central Headquarters Registration**

All registration payments for KCHQ are due the Thursday prior to the week your child attends. If you register after the Thursday prior to your child's attendance, you must present your registration receipt to KCHQ staff prior to leaving your child at the program. KCHQ does reach maximum capacity at times, so it is imperative your payment is received in advance. All spots are filled on a first come first served basis and your child's spot in the program is not guaranteed until full payment has been received. If the program is full when you try to register, you may put your child on the waiting list. If the program is full and you attempt to drop off your child, your child will not be accepted at the site. No credits, transfers, or refunds will be processed for unused days or weeks.

#### **KCHQ Rates**

Effective 5/1/06

Weekly: \$107.00/child

Daily: \$26.00/child

The weekly fee will be pro-rated for all weeks that have closures due to holidays.



### **Additional Fees for all Kid Central Programs**

**Late Pick-up Fee** of \$1.00 per child, per minute, after 6:00pm. There are no exceptions to this policy. Please be prompt in picking up your child. All sites close at 6:00pm sharp! Your child will be dropped from Kid Central upon your 4<sup>th</sup> late pick up during the period of July 1, 2005 – June 30, 2006. Children not picked up by 7:00p.m. will be turned over to the police or Child Protective Services.

**Returned Check Fee** of \$25 per returned item. If more than 2 checks are returned in a calendar year, payments must be made by cash, money order, cashier's check or VISA/MasterCard.

NOTE - Kid Central rates are subject to change at anytime. If a rate change occurs, parents will be given a 30 day notice prior to schedule date of a rate change.

### **Refunds**

No credits, transfers, or refunds are issued for any unused portion of the program. If you wish to receive a credit, you must contact us and correct or change registration 1 business day in advance to the scheduled day of attendance you are requesting a credit for. Your request will not be granted if it is received less than 1 business day in advance.

Illness credit will be granted when your child has missed 3 consecutive weekdays of scheduled attendance due to illness and verification of illness has been provided by the child's physician.

### **Field Trips**

*During winter break, spring break, and the summer, Kid Central Headquarters offers optional weekly field trips that require an additional fee and separate registration. **Registration must be made prior to the date of the field trip and will not be accepted the day of the scheduled trip.*** Space is often limited. A permission slip must be signed by the parent/guardian and will include additional information about the field trip. **Please read the permission slip carefully to make sure you know of any special items your child will need for this day.** In the case of all field trips, please make sure your child has on appropriate footwear. Registration for field trips is taken at the CSD Parks and Recreation Administration Office, Laguna Town Hall, Wackford Community and Aquatic Complex, or through use of eReg (internet registration). Field trip registration is not accepted at any Kid Central sites.

During the school year, Kid Central Station sites may take occasional walking field trips to a nearby location. These field trips may require an extra fee. Parents/guardians must sign a field trip permission slip.

### **Homework**

Because we are a recreation program, Kid Central staff plan a variety of activities on a daily basis. Please note that homework time is limited to a minimum of 30 minutes and a maximum of 60 minutes per day. At the end of the 60 minutes, children will be asked to put their homework away and join the group activities. Children who are not on task during homework time will also be asked to put their homework away and join the group activities. The Kid Central staff is not responsible for homework completion or accuracy. It is our policy that children get a jump start on their homework and then finish the majority of the work at home with a parent.

### **Health Policies**

Children who are ill or have a contagious disease (i.e. pink eye, chicken pox) are not allowed at Kid Central. Kid Central is a very active program and if children are too sick to participate in the full program, they need to be kept home. If your child becomes ill at Kid Central you will be notified and must arrange to have your child picked up immediately. Please notify the Kid Central Staff if your child has been exposed to any contagious disease or condition (mumps, measles, chicken pox, lice, etc.), so we can notify other parents immediately.

## **Medication Policy**

No medication (prescription or non-prescription) will be dispensed to any participant without the appropriate form being completed and on file at the EGCSO Parks and Recreation Administration Office. If necessary, please use the "Administration of Medication by EGCSO Personnel" form. This form must be completed by the parent and physician and is available at the Parks and Recreation Admin. Office.

## **Discipline Policy**

Kid Central uses discussion, redirection, and "breaks" as a means of discipline for inappropriate behaviors. If a behavior escalates, continues, or is beyond using these methods, a Behavior Report will be used to document the incident and inform the parent/guardian. In addition, certain behaviors warrant an automatic issue of a Behavior Report: acting out physically towards another individual, the use of profanity or derogatory remarks towards another individual, stealing, vandalism, and refusal to follow program instructions or rules.

## **Standards of Behavior**

For the enjoyment and safety of everyone, the CSO Parks and Recreation Department expects all participants to treat the people and facilities connected with the program with respect and abide by all rules and direction from the staff. The CSO Parks and Recreation Department reserves the right to refuse service to anyone for failure to abide by these standards.

## **Program Rules for Participants**

1. Respect and follow the directions of the Kid Central staff.
2. Be polite and use appropriate language.
3. Keep your hands and feet to yourself and treat everyone with respect and dignity.
4. Play fair, be honest, and take turns.
5. Participants must remain in the designated areas visible to the staff at all times.
6. Follow all school or park rules.

## **Behavior Report Guidelines:**

1. When a Kid Central leader fills out a Behavior Report, you and your child will be asked to sign it. Refusal to sign the Behavior Report by the parent/guardian or child will result in the child's immediate dismissal from all Kid Central programs.
2. Upon receipt of your child's 3<sup>rd</sup> Behavior Report, the parent/guardian, must attend a parent/guardian conference with the Site Director, Program Coordinator, and Program Supervisor to determine a behavior action plan for the child. The child should not be present at this conference. The child will be suspended from Kid Central for the following scheduled attendance day. Refunds will not be available. Refusal by a parent to participate in a conference will result in a child's permanent expulsion from all Kid Central programs.
3. Upon receipt of the child's 4<sup>th</sup> Behavior Report, the child will be suspended from Kid Central for the following scheduled attendance day. Refunds will be not be available.
4. Upon receipt of the child's 5<sup>th</sup> Behavior Report, the child will be expelled from all Kid Central programs (including Camp Clyde) for one full calendar year.
5. After one year has passed, the parent/guardian may schedule an appointment with the Program Coordinator and Supervisor to evaluate re-admittance of the child.

Kid Central is committed to being a safe and enjoyable place for all participants. Kid Central reserves the right to drop a participant at anytime for the following reasons:

1. Non-cooperation by the participant or parent/guardian.
2. Physical or verbal abuse of another child or leader by a participant or parent/guardian.
3. Bringing any weapon or threatening item to the program.

If your child is suspended from a Kid Central program, you must pick your child up from the site within 45 minutes. After 45 minutes, you will be charged \$1 per minute until your child is picked up.

### **Supply Donations**

The household items you may want to throw away could be very valuable to our staff and participants. Sites often look for items like milk cartons, baby food jars, paper towel rolls, and magazines for arts and crafts projects. Please speak to your child's Site Director if you have some unwanted items that you think our staff may find useful.

### **Parent Involvement**

Parents should take their child to the site prior to the child's first day of attendance. This gives you and your child a chance to become more familiar with the staff and facility locations.

Do you have a special talent or hobby that could enrich the lives of the children in our program? If so, please speak to your child's Site Director to arrange a time for you to be a guest speaker.

### **Tax Receipts**

Please call the EGCSD Parks and Recreation Administration Office at 405-5300 if you need any receipts for tax information. For reference, the EGCSD Tax I.D. # is 68-0423149.





### **Kid Central Site Information Phone Numbers**

The following information is to be used to speak to your child's Site Director and KC Recreation Staff. Please use the phone numbers to relay information regarding your child directly to the site.

### **Locations**

**Kid Central Station is offered at the following locations:**

Arthur Butler Elementary School 869-3091	Multipurpose Room <b>After School only</b>
John Ehrhardt Elementary School 869-3092	Multipurpose Room <b>After School only</b>
Elk Grove Elementary School 869-3089	Off track classrooms (varies by month) <b>After School only</b>
Ellen Feickert Elementary School 869-3090	Off track classrooms (varies by month) <b>After School only</b>
Florence Markofer Elementary School 869-3088	Multipurpose Room <b>Before and After School</b>
Joseph Sims Elementary School 684-7550 x5 869-3095	Laguna Town Hall (in KCHQ room) Children walk to/from school on their own <b>Before and After School</b>
Franklin Elementary School 869-2169	Multipurpose Room <b>Before &amp; After School</b>
Stone Lake Elementary 869-3097	Johnson Park Recreation Center 3570 Marsh Point Drive, 95758 <b>Before and After School</b>

**Kid Central Headquarters is offered at the following locations:**

Laguna Town Hall      684-7550 x5	Elk Grove Youth Center      685-1084
3020 Renwick Ave      869-3095	9922 Elk Grove-Florin Rd.      869-3094
Elk Grove, CA 95758	Elk Grove, CA. 95624

### **Questions or Comments:**

If you need to talk to someone in regards to your child's experience at Kid Central, please call the following supervisor of your child's site:

<b>Christine Rivard, Recreation Coordinator</b>	<b>405-5308</b>
Kid Central Station Locations: Butler, Ehrhardt, Elk Grove, Feickert, Franklin, Markofer, and Stone Lake.	
<b>Jennifer Campbell, Recreation Coordinator</b>	<b>405-5330</b>
KCHQ – Laguna Town Hall and Youth Center Camp Clyde Kid Central Station Sims (inside KCHQ-LTH room)	

## **Kid Central Year Round Sessions Schedule 2006-2007 School Year**

### **Session Dates**

July 24 – August 18  
 August 21 – September 15  
 September 18 – October 6  
 October 9 – 27  
 October 30 – November 21  
 November 27 – December 21  
 January 3 – February 2  
 February 5 – March 2  
 March 5 – April 2  
 April 3 – April 27  
 April 30 – May 25  
 May 29-June 29

### **Minimum Days**

August 18  
 September 15  
 October 6  
 October 27  
 November 21  
 December 21  
 February 2  
 March 2  
 April 2  
 April 27  
 May 25  
 June 29

## **Kid Central Traditional Sessions Schedule 2006-2007 School Year**

### **Session Dates**

August 28 – Sep. 29  
 October 2 - 31  
 November 1 - 30  
 December 1 - 22  
 January 8 - 31  
 February 1 - 28  
 March 1 - 30  
 April 9 - 30  
 May 1 - 31  
 June 1 - 7

### **Minimum Days**

November 7, 8, 9  
 November 13-17  
 December 22  
 February 20-23  
 June 7

**Please refer to pages 4, 5, & 6 for payment due dates.**